

ARMY WAWF DD2875 INSTRUCTIONS

DD2875 INSTRUCTIONS

- Current DD2875 Version April 2005
- DOD FORM WEB SITE
 - <http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage3211.html>
- Direct link to DD2875 (PDF)
- <http://www.dlis.dla.mil/PDFs/DD2875.pdf>
(If link does not open right click on mouse and select open Hyperlink)

DD2875 Instructions

- A DD2875 can be completed for more than one DoDAAC and/or Role as long as the DoDAAC belongs to the same MACOM/HQ/AGENCY and/or Organization.
- To request WAWF access to another MACOM/HQ/AGENCY or another office within your MACOM the office responsible for the DoDAAC and its functions must sign in block 21 – 21b.

DD2875 Instructions

- BLOCK 2 Social Security Number
 - **PLEASE ENTER XXX-XX-XXXX**
- BLOCK 13 Justification for Access
- Block 13 must contain the following information for approval.

MACOM/HQ/AGENCY

ei. MACOM – FORSCOM

other examples TRADOC, AMC, NGB, ATEC, ACA, AMC/CECOM, NETCOM, MEDCOM, AMC/TACOM

DoDAAC w/Roles and Organizational Email (see last slide for roles)

ei. W12345 – GAM, WAWFW12345@us.army.mil

ei. W98764 – Inspector NO ORG EMAIL

ei. W87659 – Inspector, Acceptor ORG EMAIL TBD

ei. W34568 – GAM, Issue by View Only ORG EMAIL TBD

ei. W87234 – View Only RM, WAWFW87234@us.army.mil

Please do not register in Wide Area Workflow until instructed by your MACOM/HQ/AGENCY, Organization or Group Administrator.

SYSTEM AUTHORIZATION/ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST ☒ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID _____		DATE (YYYYMMDD) 20060317	
SYSTEM NAME (Platform or Applications) Wide Area Workflow (WAWF)		LOCATION (Physical Location of System) Ogden, Utah	

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial) Goldstein, Karen, K		2. SOCIAL SECURITY NUMBER XXX-XX-XXXX	
3. ORGANIZATION HQ ACA, EA-BSMD		5. PHONE (DSN or Commercial) DSN 761-3447 COM 703-681	
6. OFFICIAL E-MAIL ADDRESS karen.goldstein@us.army.mil		7. JOB TITLE AND GRADE/RANK Contract Specialist NH	
8. OFFICIAL MAILING ADDRESS 5109 Leesburg Pike Falls Church, VA 22041		9. CITIZENSHIP ☒ US ☐ FN ☐ OTHER	
		10. DESIGNATION OF PERSON ☐ MILITARY ☒ CIVILIAN ☐ CONTRACTOR	

USER AGREEMENT

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)

☒ I have completed Annual Information Awareness Training.		DATE (YYYYMMDD) 20060314	
11. USER SIGNATURE		12. DATE (YYYYMMDD) 20060317	

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS
MACOM/HQ/AGENCY = HQ Army Contracting Office (other examples: FORSCOM, AMC/CECOM, NGB, INSCOM, ATEC)
DoDAAC = W91QE7 ROLES: GAM, Inspector (List all roles that apply) ORGANIZATION EMAIL= IN KNOWN
DoDAAC = W912CE ROLES: GAM ORGANIZATION EMAIL: karen.goldstein@hqda.army.mil

(LIST ALL DODAAC(s) THAT APPLY and ROLES and ORG EMAIL for EACH DODAAC)

14. TYPE OF ACCESS REQUIRED: ☒ AUTHORIZED ☐ PRIVILEGED			
15. USER REQUIRES ACCESS TO: ☒ UNCLASSIFIED ☐ CLASSIFIED (Specify category) ☐ OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. ☐		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME		19. DATE (YYYYMMDD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	
21. SIGNATURE OF INFORMANT		20b. PHONE NUMBER	
22. SIGNATURE OF IA O OR		21b. DATE (YYYYMMDD)	
		PHONE NUMBER	
		25. DATE (YYYYMMDD)	

26a. NAME (Last, First, Middle Initial) Goldstein, Karen, K		26b. SOCIAL SECURITY NUMBER XXX-XX-XXXX	
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION ☐ LEVEL I ☐ LEVEL II ☐ LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM Wide Area Workflow (WAWF)	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	
DD FORM 2875 (BACK), APR 2005		Reset	

WAWF ROLES

- Inspector - a user who inspects the quality of goods or services on behalf of the government. May be a Quality Assurance Evaluator (QAE) for the requiring activity.
- Acceptor - a user authorized to accept goods or services on behalf of the Government, including a **contracting officer representative (COR)** or anyone who currently accepts goods or service on a DD250 (Block 21b). Users under this role will request access to "Ship To" DoDAACs and will be able to accept goods or services for those locations.
- Inspector/Acceptor View Only - used for other personnel who need to view documents within WAWF without taking action (i.e. **item managers, resource managers, budget**, etc.). Users under this role the registrant will request access to "Ship To" DoDAACs and will be able to view activity under all contracts with on which the goods or services were accepted at those locations.
- Issue By View Only/ADMIN By View only - used by personnel within **contracting** offices. Users under this role will request access to "Issue By" and "Admin By" DoDAACs and will be able to view WAWF documents on all contracts issued by or administered by the contracting office listed on the contracts.
- Group Administrator - a designated user who manages WAWF Group Structures, administers Location Codes, activates and deactivates users, resets user passwords and resets certificates
- Payment Official View Only - This is a highly restricted role. Access can only be granted by the Defense Finance and Accounting Service (DFAS). The access is restricted to headquarters personnel or Installation personnel requiring access to more than 50 DoDAACs or they have requirements to view documents in more than two DFAS field sites. Access for this role will only be granted after a justification letter has been completed and signed by the activities. All users will need to complete a DD2875 to support the request. All users MUST register for this role with a CAC and they must attach the justification letter and DD2875 to their registration.